

MADERA COUNTY
CLERICAL ASSISTANT

DEFINITION

Under immediate supervision, to perform a variety of clerical work in support of the assigned office; and to do related work as required.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Serves as receptionist; assists callers and visitors by directing them to appropriate County staff; answers questions and provides information within specific guidelines; provides forms, applications, and other materials; makes copies; collates materials; files copies of letters, memoranda, reports, and other materials in departmental and/or central files; receives, time stamps, sorts, distributes, and dispatches mail; addresses, stuffs, and stamps envelopes; makes and checks simple arithmetic computations; following detailed instructions, assists in the preparation of reports and statistical summaries; provides messenger services; types general correspondence, memoranda, and reports from handwritten or typed notes, drafts, or machine dictated tapes; prepares and maintains records; enters and retrieves data; operates a variety of modern office equipment.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic office practices, methods, and equipment.
Basic principles of record keeping.
Basic mathematical principles.
English usage, spelling, grammar, and punctuation.

Skill to:

Learn to operate modern office equipment.
Type at a speed necessary for successful job performance.

Ability to:

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Learn to perform general clerical work with accuracy, speed, and minimal supervision.
Respond to requests and inquiries from the general public.
Perform accurate mathematical computations.
Spell correctly and use proper English.
Make simple arithmetical computations.
Understand and follow oral and written instructions.
Deal tactfully and courteously with the public and other County staff when providing information about work assignments.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

No experience is necessary.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: May, 1995